

«today»

«head\_of\_household»

«address\_line1»

«address\_line2»

«address\_line3»

«city», «state» «zip»

Dear «head\_of\_household»:

Re: Lease violation

We received a report that you still have Christmas decorations out in front of your apartment. This letter is to request that they be removed by Monday\_\_\_\_\_.

If they have not been removed by that date, we will instruct our representative to remove them and you will be charged for the labor involved.

This is a violation of your lease and may be the basis for an eviction.

Thank you for your attention in this matter. If you have any questions, please contact the office.

Sincerely,

«rental\_agent»